

16 JUL 1984

MEMORANDUM FOR: See Distribution

FROM:

Chairman, Safety and Health Committee, OL

SUBJECT: Safety and Health Committee, OL

REFERENCE:

A. dtd 17 Jul 79
B. dtd 14 Jan 80

1. Reference A established the CIA Safety and Health Program, and Reference B, a Safety and Health Committee with the Office of Logistics (OL).

2. The Office of Logistics has a continuing responsibility to promote and encourage health and safety awareness and to ensure that OL personnel are provided with a working environment free of safety and health hazards. Any condition that threatens the health or safety of our employees is a concern of the OL Safety and Health Committee. The following list is not complete, but will give you an idea of the range of possible hazards:

Health - Fumes and Vapors
Excessive heat or cold
Noise and vibration
Spilled chemicals
Radiation
Physical Stress

Safety - Unguarded machinery
Machinery in need of maintenance
Inadequate or unmarked emergency exists
Poor lighting
Electrical Hazards
Mishandling of explosives or flammable substances

3. On 13 August 1984, there will be a meeting of the OL Safety and Health Committee in the Supply Division Conference Room at 0930 hours. In order to move these discussions along smoothly, please send me a brief paper addressing the below items for your respective area no later than 31 July 1984.

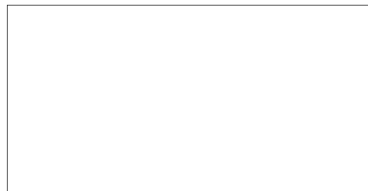
OL-14488-84

SUBJECT: Safety and Health Committee, OL

- a. Primary goals and/or accomplishments for 1984.
- b. Training - scheduled and/or recommended.
- c. Significant items of concern.
- d. Accidents to date - type and action taken to prevent reoccurrence
- e. Date of last safety inspection
- f. Any other items you may want to discuss.

4. Safety is everyone's responsibility--don't let anyone forget it!

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Committee Coordinator, IMSS/OL

Safety Officer, SS/OL